

Michigan Department of Civil Service

REGULATION

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| Appointing Authority Letter Reference: CS-6898 | Effective Date: May 18, 1999August 20, 2000 | Index Reference: Selection Rules Alternative Selection | Regulation Number: 3.01 |
| Issuing Bureau: Human Resource Services | Rule Reference: 3-2.13-1.1 | | Replaces: Reg 3.01 Regulation 3.01 CS 6898 May 18, 1999) (CS-6796, June 18, 1996) Reg. 3.09 (CS-6834, June 24, 1997) Advisory Bulletin (CS-333-93, Dec. 8, 1993) |
| Subject: ALTERNATIVE ASSESSMENT AND SELECTION PLANSPROCESS | | | |

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AUTHORITY:

The Michigan Constitution of 1963, Article XI, Section 3, states in part:

~~The Commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.~~

1. PURPOSE

This regulation establishes standards and procedures for use of an approved alternative examination process to select qualified candidates to fill position vacancies. The Alternative Selection Plan offers an option to the exclusive use of an employment list resulting from an examination administered by the Department of Civil Service. assessment and selection process to replace Civil Service written, electronic or appraisal methods in order to select candidates to fill position vacancies. The alternative process offers an option to the exclusive use of applicant pools maintained

by the Department of Civil Service. The appointing authority submits a plan for the recruitment, assessment, and selection of employees to fill position vacancies. Upon Civil Service approval, the plan replaces the written or electronic appraisal. The plan can be designed to fill a specific position, to fill all positions in a particular classification, or to fill positions in an identified group of similar classifications.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

~~Chapter 3 of the Michigan Civil Service Commission Rules provides the basis for examining applicants for all positions in the state's classified service.~~

Rule 3-21.1 Authority.—~~The state personnel director is authorized to certify as qualified each person appointed or promoted in the classified service. [Ref. Commission Meeting July 2000].~~ The department of civil service shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.

DEFINITION

~~An Alternative Selection Plan (ASP) is a plan submitted by an appointing authority and approved by the Department of Civil Service (DCS) for the recruitment, assessment, and selection of employees to fill position vacancies. The approved alternative process is used in place of the referral of applicants by the DCS. An ASP can be designed to be used to fill a specific position, to fill all positions in a particular classification, or to fill positions in an identified group of similar classifications.~~

3. STANDARDS:

~~1.A.~~ A. The appointing authority must receive approval of the Alternative ~~Selection Plan~~ from the Department of Civil Service prior to its initial use.

~~2.B.~~ B. Staff of the ~~Bureau of Human Resource Services~~ Department of Civil Service (Bureau) will provide technical guidance ~~in the development of the ASP,~~ upon request. ~~Bureau~~ Staff will provide assistance in the development or use of appropriate assessment methods, if requested.

~~3.C.~~ C. The plan submitted for Bureau department approval must include:

~~(a)~~ (1) The position description, if position-specific;

~~(b)~~ (2) Any applicable selective position requirements ~~certification~~ criteria;

~~(c)~~ (3) A description of the recruitment, posting, or other candidate-applicant identification efforts to be undertaken;

- (d)(4) A plan to complete any necessary credential reviews to identify applicants meeting the minimum qualification requirements for the classification; and
- (e)(5) A description of the essential applicant characteristics and identification of assessment and selection criteria to be used to evaluate them.
- 4.D. The job-related assessment and selection criteria to be used may include such methods as: assessment of training, education, and experience; evaluation of work samples; test performance; structured interview; or other appropriate methods or combinations of methods.
- 5.E. The process must include mandatory practices outlined in the standards of Regulation 3.0603, "*Selection of Employees for Position Vacancies When Using An Applicant Pool Maintained By Civil Service.*"
- 6.F. The process may not be used until all recall names ~~on the employment list(s)~~ have been appropriately cleared.
- 7.G. The appointing authority must administer the ~~selection alternative~~ process in accordance with the methods specified in the approved plan. Bureau approval must be secured on plan modifications.
- H. Preauthorized plan approval may be granted by the Bureau for use of an ~~ASP~~ Applicable to alternative process for filling vacancies in an entire classification or group of classifications if the positions are similar and have similar ~~minimum requirements~~ qualifications. ~~Documentation requirements for pre-authorized appointments shall be the same as for Requests for Approved Appointment approved by the Bureau.~~
- 8.I. The appointing authority must document the process, including verification of the lack of recall names ~~for review by the Bureau with a Request for Approved Appointment (GS-1672).~~
10. ~~The Bureau will review documentation for compliance with the above standards and act on any Request for Approved Appointment.~~
- 11.J. Appointments made ~~following the use of utilizing pre-authorized appointment approval for a~~ alternative processes ~~classification or group of classifications~~ will be subject to ~~post~~-audit for compliance with these standards. Documentation shall be retained for three (3) years from the appointment date.

4. PROCEDURE:

| <u>Responsibility</u> | <u>Action</u> |
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| Appointing Authority | 1. Develops plan in accordance with Standard 3. <u>C.</u> of this Regulation. The plan may be for a specific identified position, for an entire classification (e.g., all entry-level Data Entry Operators), or for positions in similar classifications (e.g., all Technical Collective Bargaining <u>Unit—Agreement</u> entry-level Technicians). Requests assistance from Bureau staff, as needed. |
| <u>Bureau Department of Civil Service</u> | 2. Submits plan to the <u>Bureau's-agency liaison-department</u> for approval. 3. Reviews the plan; works with the agency to improve it, if necessary; and documents <u>Bureau-department</u> approval of the plan. 4. Retains file copy of the request and approval documentation for the duration of the approval. |
| Appointing Authority | 5. <u>Requests—certification—to identify/Identifies</u> any recall names for the classification of the position being filled. Properly clears any recall names before proceeding. 6. Administers selection process in accordance with the approved plan and Regulation 3. <u>0603</u> , "Selection of Employees for Position Vacancies <u>When Using An Applicant Pool Maintained by Civil Service.</u> " |

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| | <p>7. <u>Appoints the selected candidate. Submits—documentation—to—the Bureau's agency liaison showing that the selection process was conducted in accordance with the approved plan and—this—regulation,—including verification of compliance with recall rules, with a Request for Approved Appointment (CS-1672).</u></p> |
| Bureau | <p><u>Reviews documentation for compliance with the plan and this regulation and approves or disapproves appointment.</u></p> |
| Appointing Authority | <p><u>9.Returns the Request for Approved Appointment—(CS-1672)—to—the appointing authority for processing.</u></p> |

CONTACT PERSON:

Questions about—regarding this regulation may—should be directed to the appropriate Department of Civil Service—agency liaison.—, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800 788-1766, or MDCS@state.mi.us.

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| <p>NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan <i>Constitution</i> and the <i>Michigan Civil Service Commission Rules</i>. Regulations that implement Commission Rules are subordinate to those Rules.</p> |
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